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GLBT Center job description for student staff 2010

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THE UNIVERSITY OF RHODE ISLAND
Division of Student Affairs
GLBT Center
Student Employment Position Description (Overview)
(this document is subject to review and revision)

TITLE: Student Program Coordinator
DIVISION: Student Affairs/GLBT Center
REPORTS TO: Andrew Winters and/or Joseph Santiago
GRADE: Student Employment
SUPERVISES: None
HOURS PER WEEK: Variable not to exceed 20 hrs/wk

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reporting to the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, to help create and sustain a civil, respectful, inclusive, and healthy residential community through programming, informal counseling and caring interventions, mentoring and referral guidance, mediation, administrative transactions and on-duty coverage, and enforcement of community standards and University policy. Under the direction of the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, works to foster academic, social, advocating LGBT peers, and supports the developmental success of all assigned residents.
2. The Student Program Coordinator (SPC) is a full time undergraduate student who is compensated for working an average of 20 hours each week. The SPC position includes the following peer leadership elements:
 - a. Role model
 - b. Campus resource
 - c. Programming and student engagement
 - d. Approachability and availability
 - e. Conflict Resolution
 - f. Counseling, intervention, and referral
 - g. Administrative functions
 - h. Policy enforcement
 - i. Ethical and responsible decision making
 - j. Positive representative of The University of Rhode Island
 - k. Program Facilitation
 - l. University/Program Outreach
 - m. Community Building

PRIMARY JOB DUTIES

A. *Counseling/Interpersonal*

1. The SPC is expected to know each student assigned to him or her, and maintain an ongoing awareness, responsiveness, and availability with each student. The SPC will assist with individual problems through peer counseling and friendship, and help establish an atmosphere for productive community living.
2. In carrying out these responsibilities, it is important that the SPC's be able to serve as a resource of information about the University, its various services, and establish themselves as advisors and models relating their knowledge of LGBTIQQ community outreach to factuality, staff, students, and community members. This includes informing students through word of mouth, bulletin boards, emails, postings, listservs, and community meetings.
3. The SPC should maintain full communication with the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff members in all matters pertaining to the various individual and group concerns and dialogues of interests.
4. The SPC will intervene and assist in the resolution of interpersonal and inter-group conflict, which may disrupt the normal routine of the residence halls and/or GLBT Center programming.
5. The SPC will respond promptly to safety and health hazards.

6. The SPC will help to maintain an environment where residents respect each other's rights and differences whether on or off campus. He/she will be responsible for developing positive communities within his/her assigned area(s). He/she understands that they also will be recognized as role models serving as a community liaison for the diverse Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning (LGBTIQQ) community.
7. The SPC will identify and work with students having personal, social, academic, or health problems.
8. The SPC will make referrals, via the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member, to the appropriate University agency when the problem is beyond his/her level of competence.
9. The SPC is expected to listen to others with an attitude of concern, respect, and support.
10. The SPC is expected to develop a collaborative relationships with all University faculty, staff, and community members.

B. *Programming*

1. The SPC is expected to aid in the integration of formal and informal learning by establishing an academic atmosphere through the planning, development, and implementation of programs in the residence hall and out in the community in accordance with the programming standards set by the University and the GLBT Center. He/she is expected to promote an atmosphere for individual and group development of programs by encouraging resident and community participation at programs.
2. The SPC is expected to give leadership and active support to the residence hall advisors by encouraging qualified students to volunteer for office and participate in programs sponsored by HRL, The GLBT Center, or the University.
3. The SPC will advise and assist the residence hall student leaders in the fulfillment of their responsibilities.
4. The SPC is expected to encourage interaction between the students, faculty, administrators, staff members of the University community, and geographical community members by involving them in programs within the residence halls or in the community.
5. The SPC is expected to seek out and contact resources, advisors, and people of interest to collaborate and assist in the development of diverse social, academic, community, and cultural programs.
6. The SPC is expected to assist with the advisement of the Annual LGBT Symposium, RA trainings, Staff development, and community outreach programs as determined by the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member.

C. *Administrative*

1. The RSPC is expected to assume direct or conjunctive responsibility for the administrative functioning of the GLBT Center which may include:
 - a. Assisting the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member, to maintain an accurate and well organized resident student contact list, tracking the latest additions and withdrawals from the contact list of students, faculty, administrators, staff members of the University community, and geographical community members to involve in its programs.
 - b. Assisting students to locate the appropriate individuals to help them with check-ins, check-outs, room changes, and other requirements both by fulfilling his/her duties efficiently and by helping explain University procedures and expectations to the residents.
 - c. Participating in and performing designated duties during fire alarms and drills.
 - d. Reporting in writing, thefts or personal losses, vandalism, bias and hate incidents, involving students, Faculty, staff, or community members, following the appropriate reporting lines (via the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member), the HD and to the University Police, with the exception of respecting Conversation Group rules.
 - e. Alerting the RA or HD when appropriate for any and all observations of alleged violations of Federal, State and local laws or University or University policy. Furthermore, where such reports result in formal judicial action, SPC's are expected to act as witnesses in these proceedings.
 - f. Completing reports, lists, surveys, etc., at the request of the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member.
 - g. Reporting regularly to the GLBT Center and attend weekly staff meetings.

- h. Assisting in the distribution of inter-departmental and special delivery mail.
 - i. Reporting maintenance and mechanical repair needs of all residential areas to appropriate people/department.
2. The SPC is expected to periodically assist with administrative and operational tasks as determined by the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member, to foster the most efficient communications between departments and Center staff on administrative matters. Each SPC is expected to check their mailbox and phone routinely for messages.
- D. *Community Standards and Policy Enforcement***
1. The SPC is considered an employee of the University and should be a role model in all aspects of University life as outlined by University student handbook's operating practices, policies, and procedures. Although the residence hall is the SPC's primary location of responsibility, he/she should be ready to assume responsibility in other areas of the campus where student leadership may be necessary.
 2. The SPC is required to know, support, abide by, and consistently implement and maintain University policies and regulations as outlined in the URI Student Handbook.
 3. The SPC is expected to enforce community standards established by the GLBT center as well as University policies. He/she is expected to be the primary enforcer of policies and community standards in his/her building.

Resident Assistant Position Description (page 3)

TIME COMMITMENT

1. The SPC works an average of twenty (20) hours per week. Weekend and evening work hours are expected. The SPC work time is divided into "regular" time and "on call" time. Center staff meetings, administrative work, policy reinforcement, office work, peer counseling a resident, and programming are examples of "regular" time. Quality time spent with the residents can be considered "regular" time as well. Required time spent in the residence hall providing assigned availability for students, monitoring student behavior, and providing emergency coverage is considered "on call" time. In general circumstances, four (4) hours of "on call" time is approximately equal to one hour of "regular" time. The Center Director and/or Senior Center staff, and/or designated staff members may extend these hours according to building needs.
2. Extra-curricular activities should be limited and must not conflict with the time needed to perform effectively as an SPC throughout the year. An interest in assuming additional leadership positions throughout the year must meet with the approval of the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member.
3. New and returning SPC's are responsible for attending and participating in training and orientation programs that begins at the start of the fall semester and continues on throughout the year, as well attend staff meetings throughout the academic year as designated by the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member.
4. All SPCs may be placed "on call" during campus crises and assist in emergency situations as required. Campus crises may include but are not limited to snow emergencies, class cancellations, inclement weather, group disturbances, and power outages.
5. The SPC sleeps in their assigned rooms most evenings. Conspicuous patterns of absence may result in disciplinary action.

The SPC, prior to Winter recess, spring break, and the closing of the halls for summer, stays until all students have vacated the hall, the hall is officially closed, and all required administrative paperwork has been completed. Permission to leave early for these closings must be approved by the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff member.

COMPENSATION AND ELIGIBILITY

1. The SPC is compensated at a value equivalent of a full resident room waiver (set at RA room charge) and the standard meal plan during entire period of employment. If SPC is assigned to and living in an apartment unit he/she is not required to have a meal plan. A \$300.00 longevity stipend is provided to SPCs who are employed beyond two full academic year semesters.
2. Loss of employment results in the loss of these room and board waivers and all related stipends, privileges, and room assignment.
3. The SPC pays all fees associated with attending The University of Rhode Island as a fully matriculating student. These fees include the University resident technology fee. The GLBT Center reserves the right to suspend employment for the SPC if his/her University account is in arrears.
4. The SPC is required to maintain a grade point average of 2.5 during the entire period of employment. If the grade point level falls below the 2.5 minimum, the SPC will have no more than 2 semesters to return his/her GPA

to a 2.5 or better status. If sufficient improvement is not made over a 2 semester period, the SPC's employment can be terminated.

5. The SPC is expected to abide by all URI policies and regulations. If the SPC receives active judicial sanctions during his/her employment, he/she may lose his/her eligibility for continued SPC employment. Loss of employment will be decided upon by the GLBT Center Director and/or Graduate Assistant, and/or Senior Center staff, and/or designated staff members.

Please Note: The SPC position could affect your financial aid package. Check with a financial aid advisor for information specific to your circumstances. Financial Aid is required by US Department of Education to include RA/SPC compensation as part of a student's financial aid package. However, it cannot be counted against a student's entitlement aid (Pell Grants and Need Grants). Current tax law interpretation indicates that the room and board portion of the SPC compensation package is considered a "convenience to the employer" and, as such, is non-taxable income. Meals are provided on premises and the SPC is required to live in an assigned room as a condition of employment. Also, the SPC is an "at will" employee. As such, the University may terminate the position at any time given reasonable cause.